

RICHMOND POLICE DEPARTMENT



11-3 CANINE UNIT OPERATING MANUAL

Rodney D. Murre

Chief of Police or Designee

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OBJECTIVES OF THE K-9 UNIT

Members of the Richmond Police Department K-9 Unit will take a proactive approach in providing the citizens of Richmond, members of the Richmond Police Department and others with specialized police service canines. The K-9 Unit with certified Utility Canine Teams will reduce crime and make the neighborhoods of the City of Richmond a safer place to reside. They will conduct building searches and tracks to increase the apprehension rate of criminals and reduce the element of danger for other members of the Police Department. The K-9 Unit will increase the removal of weapons and narcotics from the City's neighborhoods through the use of Narcotic Detector and Explosive/ Weapons Detector Canine Teams.

Goals of the K-9 Unit

The Richmond Police K-9 Unit will be responsible to the needs of the citizens of Richmond, members of the Richmond Police Department and other federal, state and local law enforcement agencies. This will be obtained through an ever improving training program that will enhance the skills and knowledge of each K-9 Team. Canine Teams will meet with Community Leaders and Community Organizations to improve the K-9 Unit's effort in Community Policing.

Purpose

Canine handlers must deal with a wide range of problems that test their patience, ingenuity, character, and knowledge as a police officer and canine handler. Handlers are expected to use excellent judgment and common sense at all times when using their assigned canines. Every handler will receive all the guidance and assistance possible from the Department and the procedures contained herein that have been established for the unit.

This manual provides a reference source for the canine handlers. It is intended to aid the coordination of interdepartmental activity and provides a basis for uniformity.

This manual is designed to offer guidance from the Department, K-9 Unit and the procedures in the required operational functions.

CANINE UNIT PERSONNEL

HANDLER SELECTION

Canine handler candidates will be selected from sworn police personnel within the Richmond Police Department. Sworn Police personnel with a minimum of three years service with the Richmond Police Department and desiring to become a canine handler with the K-9 Unit must submit a request for transfer. Candidates should possess exceptionally good work habits, a marked degree of resourcefulness, dependability and patience. All past use of force reports on the candidates will be examined closely. Candidates must maintain a suitable residence to accommodate a canine and kennel. No member will be considered that cannot keep his/her canine at home.

Candidates will be selected from sworn police personnel having a transfer request on file with Personnel and the Officer-in-Charge of Special Events Division. The Officer-in-Charge of Special Events Division will arrange for all prospective candidates to spend one full working day with the canine unit for evaluation of fitness as a handler.

All candidates must pass the department physical fitness test (minimum 80%) to be considered for acceptance into the K-9 Unit. The Canine Training Coordinators, K-9 Sergeant and the Officer-In-Charge of the Special Events Division Tactical Units will interview prospective candidates and will make recommendations. The final recommendations will be sent through the proper channels. The interview will be for the purpose of explaining the canine program's requirements and determining the candidates' suitability. If married, the prospective candidate's family may be interviewed to explain the requirements of the program and to determine the family's full cooperation in the program.

Once a candidate is selected for the position they will be placed on a one (1) year probation period beginning the date that they start the basic canine school. The purpose of this period is to evaluate the officer's abilities and handling skills required to handle the responsibilities of maintaining proper canine maintenance. Officers must display a proper positive attitude, show sound ability to work the canine, display their ability to apply what they have learned, demonstrate ability to work with others, show a desire to work and be on time. During this probationary period or at any future time any handler fails to meet the K-9 Unit requirements. The K-9 Unit Sergeant will recommend through channels in writing the officer for reassignment from the K-9 Unit. There will be no guarantees that an officer will be returned to their previous assignment.

Once a handler has completed their probationary period, the same rules apply. The handler must maintain the same standards. Failure to meet the same standards may result in the officer's removal from the K-9 Unit.

CANINE TRAINERS

Qualifications

1. Must have successfully completed a canine trainer's course.
2. Must be accredited as a trainer by the Virginia Police Work Dog Association.

Requirements to Attend Trainer's Course

1. The handler applying for the trainer's course must have sufficient experience in handling and training of utility or detector canines.
2. Students must accomplish the following to successfully complete this course
 - Pass two (2) written examinations with a grade level of at least 80 percent.
 - Successfully work with handlers and canines in a basic canine school and in monthly retraining sessions.
 - Exhibit a working knowledge and ability to instruct in all phases of training a canine team.

THESE REQUIREMENTS MUST BE PERFORMED TO THE SATISFACTION OF A MASTER TRAINER.

CANINE MASTER TRAINERS

Qualifications and Requirements

The following are the requirements for the position of Master Trainer with the Richmond Police Canine Unit

1. The applicant must have sufficient experience as a Canine Trainer and must have assisted a master trainer in at least two certifications.
2. Have successfully completed a canine trainer's course.
3. Be able to prepare all required paperwork as needed, for example; lesson plans, training schedules, curriculums, and evaluation sheets.
4. Be proficient in the area of canine selection.
5. Be able to handle problem solving techniques through-out training.
6. Be able to properly evaluate a canine team.
7. Must have conducted a canine basic school and trained at least three (3) canine teams to a level where they have been certified as canine teams, by a Virginia Police Work Dog Master Trainer.
8. Be able to conduct canine re-training.

9. Be accredited as a Master Trainer by the Virginia Police Work Dog Association.

Any Richmond Police Officer who meets the requirements listed above will be considered a Master Trainer in the Richmond Police Canine program.

CANINE COURSE INSTRUCTORS

Person(s) qualified to act as instructors in the Richmond Police Department Canine Program are as follows

1. Richmond Police Canine Trainers (must be certified as a V.P.W.D.A. or State Police trainer).
2. Richmond Police Canine Master Trainers (must be certified as a V.P.W.D.A. master trainer).
3. Canine Trainers and Master Trainers from other Law Enforcement Agencies certified as a trainer or master trainer with V.P.W.D.A. or the State Police).

CANINES

CANINE SELECTION

Canines are obtained for the K-9 Unit in the following manner

1. Canines are purchased from private vendors or breeders.
2. Canines are obtained from or through donations from organizations or private citizens.

Before acceptance into the canine program, each canine will be evaluated by the canine trainers and / or master trainers. Canine donation forms must be completed on each canine donated to the Richmond Police Department K-9 Unit. The donator must indicate what to do with the canine if it is dropped from the program. (Example: Return to the owner or dispose of at the discretion of the K-9 Unit.) Canines selected for the training program become the property of the City of Richmond, Police Department. They are not personal pets of the handlers. If a handler leaves the canine program for any reason, the canine remains the property of the City of Richmond Police Department. The canine will be evaluated by the canine trainers and/or master trainers. Upon completion of the evaluation the canine will be reassigned to another handler or retired.

CANINE DISPOSAL

Canines unfit for training will be offered, first to the person donating the animal if the proper notation was made on the donation form. If the donor does not want the canine, all efforts will

be made to find the canine a suitable home. Certified canines found no longer fit for service will first be offered to the handler that worked the canine. If the handler does not want the canine, the dog will be offered to other handlers in the unit. Lastly the canine will be offered to other police officers. (Utility canines will **NOT** be offered to the general public for adoption.)

Detector canines found no longer fit for service will first be offered to the handler that worked the canine. If the handler does not want the canine, the dog will be offered to other handlers in the unit. If the canine is suitable for adoption it **MAY** be offered to the general public.

Police service canines found no longer fit for service and are not suitable for the public to adopt, will be disposed of in accordance with Virginia State Law.

CANINE ASSIGNMENT

Canines will be assigned to the respective handler as approved by the K-9 Trainers and the K-9 Sergeant.

GENERAL K-9 UNIT GUIDELINES

K-9 UNIT ASSIGNMENTS

The police service canine teams will be assigned by the K-9 Sergeant, to specific areas within the four precincts, and will be responsible for patrolling that area. Under normal circumstances, all canine calls will receive priority over routine area assignments. A Detector K-9 will not be deployed in any drug area without appropriate back-up coverage.

CANINE RECORDS MANAGEMENT

Reports and Forms

The following K-9 Unit reports and forms will be maintained at the K-9 Unit Office and utilized by assigned personnel as directed

K9-1 Canine Donation Form

The Canine donation form must be filled out when a citizen, officer or any other person or agency donates a canine for the purpose of police service with the Richmond Police Department. This form is to be filled out and signed by the K-9 trainer accepting the canine and signed by the donator. The information for disposition of the canine in the event the canine does not meet the needs of the department, must be filled in.

K9-2 Canine Release Form

The canine release form must be filled out when any canine is released from service with the Richmond Police Department. This form shall be completed by the K-9 trainer and approved by the K-9 Sergeant.

K9-4 Utility Canine Utilization Report

K9-5 Explosive / Weapons Detector Canine Utilization Report

K9-6 Narcotic Detector Canine Utilization Report

A Utilization report will be completed by the canine handler each time the canine is utilized. The utilization report must be completed accurately and completely. The canine utilization report must be completed and turned in at the end of the tour with the team's daily activity sheet. This form is used to record the type of utilization or activity. The K-9 Sergeant will review each utilization report to determine if the canine was properly used and deployed. The K-9 Sergeant will then return the form to the respective training coordinator (Utility or Detector) to be reviewed and filed. The canine utilization report will be used to compile monthly and annual K-9 activity reports. In the event a Utility Canine makes an apprehension, in addition to the utilization report an apprehension report must be completed. In the event a Narcotic Detector Canine or Explosive/Weapons Canine should make a seizure or a fine, the handler must complete a seizure report in addition to the utilization report.

K9-7 Weekly Utility Canine Re-Training Report

A weekly training report will be prepared by the Utility Canine handler. The canine trainers will review these reports. These reports will reflect any deficiencies observed during training or re-training and will be used to correct any problems that may arise. They will also be used for rating the canine team's progress during training and to keep the K-9 Sergeant informed. The canine trainer being aware of the problems that exist will inform the handler and remedial training may be considered. These records may also be used in a court of law if the occasion arises.

K9-8 Monthly Narcotic Canine Re-Training Report

The Narcotic Detector Canine will receive a minimum of four (4) hours of re-training each week. Each re-training exercise will be recorded on the re-training report and submitted to the trainer monthly. The canine trainers will review these reports. These reports will reflect any deficiencies observed during training or re-training and will be used to correct any problems that may arise. They will also be used for rating the canine team's progress during training and to keep the K-9 Sergeant informed. The canine trainer being aware of the problems that exist will inform the handler and remedial training may be considered. These records may also be used in a court of law if the occasion arises.

K9-12 Canine Apprehension Report

This report will be completed by each handler who makes an apprehension with their canine. Reports must be turned into the K-9 Sergeant by the end of each tour of duty. The handler will make four (4) copies. The original will be maintained by the K-9 Sergeant. The trainer will receive three (3) copies to be filed in the handler's file, canine's file and the apprehension file.

K9-14 Narcotic Seizure Letter

Each time a Narcotic K-9 is utilized and as a result of the search a find is made, the handler will complete the Narcotic Seizure letter. This form is to be completed, signed and turned into the K-9 Sergeant by the end of duty tour. The handler will make two (2) copies and forward the original and copy to the K-9 Sergeant. The K-9 Sergeant will retain one copy for the Seizure File and the copy will be forwarded to the detector trainer for filing in the handlers file.

K9-15 Explosive / Weapons Detector Seizure Letter

Each time an Explosive / Weapons K-9 is utilized and as a result of the search a find is made the handler will complete the Explosive /Weapons Seizure letter. This form is to be completed, copied and turned into the K-9 Sergeant by the end of the tour of duty. The K-9 Sergeant will forward the copy to the detector trainer for filing in the handlers' file.

K9-16 Basic Utility Canine School - 4th Week Evaluation

This report will be completed by the trainer conducting the basic utility K-9 school at the end of the forth week of training. This report evaluates the canine and the handler.

K9-17 Basic Utility Canine School - 8th Week Evaluation

This report will be completed by the trainer conducting the basic utility K-9 school at the end of the eighth week of training. This report evaluates the canine and the handler.

K9-18 Basic Utility Canine School - Final Evaluation

This report will be completed by the trainer conducting the basic utility K-9 school during the last week of training. This is the final evaluation and determines the eligibility of the canine team to receive certification. This report evaluates the canine and the handler.

K9-19 Basic Narcotic Detector School - 3rd Week Evaluation

This evaluation will be completed by a certified master trainer with the Virginia Police Work Dog Association or certified trainer under the Virginia State Police. This evaluation will judge the capabilities of the handler and canine to the basic exercises taught during the preliminary phases of scent association and exposure to elementary search sequence.

K9-20 Basic Narcotic Detector School - 8th Week Evaluation

This evaluation will be conducted by a certified Master Trainer with the Virginia Police Work Dog Association or a certified trainer under the Virginia State Police. This evaluation will test the handler and the canine's capabilities taught from the third week to the eighth week. The handler and the canine will be evaluated individually and as a team.

K9-21 Basic Narcotic Detector School - 12th Week Evaluation

This evaluation will be conducted by a certified Master Trainer with the Virginia Police Work Dog Association or a certified trainer with the Virginia State Police. This will be the final certification to show that the handler and the canine perform as a team and are capable of performing the required task taught them over the last twelve weeks.

PD-3 Crime Scene Contamination Report

This report will be completed by the handler when an area search, building search, or track has been contaminated by other police officers. Handlers shall forward this report to the K-9 Sergeant.

PD-4 Police K-9 Bite Report

In accordance with General Order 6-23

Animal Bite Report (Health Department)

In accordance with General Order 6-23

CANINE TRAINING MANAGEMENT

The responsibility of training canines and handler's, is that of the canine trainers, accomplished through the K-9 Sergeant.

Upon completion of basic training, all K-9 teams will be required to attend the mandatory weekly re-training. If at all possible, every effort should be made to eliminate any conflicts that may keep the team from attending re-training. Exceptions will be granted by the K-9 Sergeant and trainers of the K-9 Unit, with prior approval. Court will not be scheduled on these dates. Departmental business other than K-9 training should be avoided during the re-training hours, as well as any personal business.

Weekly in-service re-training is very important and must be maintained in order to keep the canines at maximum proficiency. If the handler is unable to attend his/her assigned re-training day's they will be re-scheduled as soon as possible. If four (4) or more consecutive re-training sessions are missed, the canine team shall make up all training hours missed and the trainers will evaluate the canine team prior to returning to full duty. During the weekly in-service training, each canine team is objectively evaluated to determine proficiency by the canine trainers. If a canine team receives a rating less than satisfactory the K-9 Sergeant will be notified. The K-9 Sergeant will then arrange for the canine team to receive remedial training.

No canine handler will participate in any utilization's or tactical operations until successfully completing basic canine training. Detector canines will adhere to the above requirements on a monthly re-training schedule verses a weekly re-training schedule. They will also adhere to an additional four (4) hours per work week of personal re-training.

CARE OF CANINES

1. The canine will be housed in a clean environment. The kennel (sides, roof and door), dog house, bedding, pans, food storage space, and the surrounding areas will be inspected and cleaned daily by the handler.
2. The feeding of the canine will be the immediate responsibility of the handler. Care must be taken that the canine is not over fed.
3. When kenneled, the canine will have fresh water available to him/her at ALL times.
4. The canine will be kept clean and well groomed at all times. No canine will be bathed when the outside temperature is below 65 degrees. An exception to this will be that the handler will utilize the inside bath facilities. The handler will be sure to note that the canine is dry before being subjected to outside cold temperatures.
5. At no time will the canine be permitted to run loose without direct supervision by the handler. When allowing the canine to exercise or relieve him/her self, the handler will never allow the canine to be out of his/her sight. During this type of activity, if members of the public enter the area, the handler will immediately secure the canine.
6. No one, other than department personnel shall be allowed to tease or agitate a department canine. No other handler will attempt to touch or use another handler's canine except in an emergency situation.
7. In the event a canine is lost, the handler will notify the K-9 Sergeant immediately.
8. In the event a canine is injured or killed, the handler will notify the K-9 Sergeant and the trainers immediately.
9. If a handler is injured and cannot take control of the canine, the nearest handler shall respond and assume responsibility of the canine. In the event this should occur the Officer-In-Charge Special Events Division Tactical Units, K-9 Sergeant and trainers will also be notified immediately.
10. At no time will a canine be destroyed without the express approval of the K-9 Sergeant or the watch commander on duty at the time of the incident. If the canine dies unexpectedly or as the result of injuries, an autopsy will be performed if it is deemed appropriate by the K-9 Sergeant.
11. Each handler will be issued Heart Worm Preventative for their canine. It is the responsibility of each handler and imperative that all canines receive their monthly medication around the same date.
12. Each canine will receive a yearly check up from the contracted veterinarian.

13. Canines will not be removed from their kennels for any other reason than work, training, demonstrations, or exercise. No one but the handler should remove their respective canines unless otherwise directed by the K-9 Sergeant or the trainer's.
14. All handlers are assigned to an eight (8) or ten (10) hour work day, and are compensated according to those hours. Work time is ½ hour less due to a thirty (30) minute allocation which is for home canine care. Even during the handler's day off, thirty (30) minutes a day will be compensated to them.
15. Whenever the handler leaves the Police vehicle and the canine is unattended, the handler will lock all the doors to the vehicle and ensure proper ventilation for the canine (windows rolled down, air conditioning operating, etc.) The handler will check the vehicle every 10 to 20 minutes to ensure the air conditioning is functioning properly and efficiently. The canine must be properly secured in the cage or box.

CANINE UNIFORMS AND EQUIPMENT

While a handler is working his/her respective tour of duty, he/she will wear the K-9 BDU's with the Web duty belt.

While on special assignments, the uniform of the day will be determined by orders for the specific assignment or by the K-9 Sergeant.

In the event a canine handler is summonsed to circuit court, the uniform will consist of the class A.

CANINE EQUIPMENT

Each handler will be issued the following canine equipment depending on canine's discipline (utility or detector).

1. 1 - Leather or nylon 6 foot leash
2. 1 - Leather collar
3. 1 - Muzzle
4. 1 - 15 foot and / or 25 foot leash
5. 1 - Tracking harness
6. 1 - Feed pan
7. 1 - 10 x 10 or 12 x 12 kennel with roof
8. 1 - Ballistic vest
9. 1 - Dog brush and comb (rake)
10. 1 - Choke Chain collar
11. 1 - Concrete pad
12. 1 - Leather K-9 jacket

CARE OF CANINE ISSUED EQUIPMENT

1. All leather equipment will be kept cleaned and in good usable condition.

2. All nylon equipment will be checked for rips and holes.
3. All metal equipment will be kept free from rust and in good condition.
4. If any equipment becomes unserviceable, it will be inspected by the K-9 Sergeant and / or trainers, and replaced accordingly.
5. All handlers must sign for their respective equipment and will return such equipment upon leaving the canine unit.
6. Any equipment lost or damaged by the negligence of the handler will be replaced at the handler's personal expense.
7. Handlers are reminded not to leave training equipment in an area close enough for the canine to destroy. Handlers will be responsible for replacing that equipment at their personal expense.
8. K-9 Kennels maintained at the Officer's residence will be inspected by the K-9 Sergeant and / or the trainers. A photograph shall be taken and maintained by the K-9 Sergeant. It is the responsibility of the handler to ensure that the kennels are kept clean and in good working order.
9. All issued equipment will be inspected quarterly by the K-9 Sergeant and / or respective trainers.

CANINE VEHICLES

All canine vehicles will be kept in good clean condition. While on patrol, the sliding gate behind the handler must be closed to restrict the K-9 to the rear area.

AT NO TIME IS THE CANINE ALLOWED TO RIDE IN THE FRONT SEAT OF THE VEHICLE. CANINES MUST BE CONFINED TO THE SAFETY OF THE CAGE OR BOX. IT SHOULD BE NOTED THAT IN THE EVENT OF AN UNLIKELY OCCURRENCE SUCH AS AN ACCIDENT OR SUDDEN STOP, THE CANINE COULD BE SERIOUSLY INJURED.

All canine vehicles will be gassed up by the handler at the end of the tour of duty.

UTILITY CANINE SPECIAL INSTRUCTIONS

Building Searches

Before releasing the canine to search building, oral warnings will be given. The oral warnings will include, there is a police canine on the scene, and that the canine will be released in the building. The handler should call out in a loud and clear voice; "Richmond Police, Sound Off Or I'll Release the Dog". This command will be given three (3) times. Only in extreme or

dangerous situations will the warning not be given. Handlers will comply with General Order 7-10.

Area Search/Article Search

Utility canines will be utilized to search areas for suspects or articles and evidence. This search should normally be conducted on leash but may be conducted off leash if the area is secure and free of citizens. All handlers will comply with General Order 7-10.

UTILITY CANINES

LEVELS OF TRAINING FOR UTILITY CANINE TEAMS

There are four (4) certifications

Level One	New Handler and new canine
Level Two	New handler and certified canine
Level Three	Experienced handler with new canine
Level Four	Experienced handler with already trained canine (both handler and canine were not certified together)

The following are the requirements for each level of certification. The utility canine student and canine must complete the requirements and be certified before being deployed for service in the field.

LEVELS ONE, TWO, AND THREE

1. Must successfully complete a minimum of a fourteen (14) week basic utility canine training school.
2. Must pass two (2) written examinations.
3. Must be able to perform all tasks covered in the basic school.
4. Must pass the certification as covered in the rules and regulations for The Virginia Police Work Dog Association
5. Handler and canine must function as a team.

LEVEL FOUR

1. The handler must successfully complete a minimum of a six week basic school.
2. Must pass two (2) written examinations.

3. Must be able to perform all tasks covered in the basic utility school.
4. Must pass the certification as covered in the rules and regulations for The Virginia Police Work Dog Association
5. Handler and canine must function as a team.

REQUIREMENTS FOR ACTIVE UTILITY CANINE TEAMS

Requirements that are mandatory for a utility canine team to remain in service in the field

1. Canine team shows proper handling of field assignments.
2. Canine team attends the sufficient re-training to maintain efficiency.
3. Canine team maintains a current certification under the Virginia Police Work dog Association standards.

CERTIFICATION RULES FOR UTILITY CANINES

Certifications will be conducted by the Virginia Police Work Dog Association (V.P.W.D.A.). The certification will be conducted by a master trainer in the area of Utility Canines. Certifications are valid for a one (1) year period under the certification standards of the Virginia Police Work Dog Association.

NARCOTIC DETECTOR CANINES

NARCOTIC DETECTOR CANINE TRAINING PROGRAM

The Richmond Police Department's Narcotic Detector Canine Training program is designed to; provide complete quality training for the handler and canine, develop the handler's knowledge of narcotics, develop the handler's knowledge of proper and legal search procedures, develop a narcotic detector team that under any circumstance will be able to perform their duties in a professional manner.

The physical demands of the training include a great deal of running over rough or uneven terrain, rocky surfaces, climbing heights, heavy lifting, extensive stooping, kneeling crouching and crawling. Each student must be physically able to work out-of-doors, often under the adverse of conditions. The student must exercise a high degree of mental and physical coordination in effectively training and employing his/her narcotic detector canine. Students failing to meet these requirements can and will be eliminated from the training program.

The length of the training program will be determined by the level of training for the specific canine team. [see Sub-Section I - Level of Training] The Basic Narcotic Detector Dog Training Program is Twelve (12) weeks in length. Daily training consists of eight (8) hours, five (5) days per week. Training hours are established in accordance with climate conditions.

To receive a certificate of graduation, the student must successfully train a narcotic detector dog and successfully complete each graded segment of the course, which includes written examinations and graded practical exercises. There are three (3) scheduled examinations in the twelve (12) week course. The student must achieve a minimum score of 70 percent on each examination. Any student who does not achieve a 70 percent score will be counseled and required to take and pass a remedial examination. The student will be allowed to take one remedial examination. If the student fails the second examination, he/she will be eliminated from the training program.

The student must attain a mark of satisfactory on each graded practical exercise. Any student who does not receive a satisfactory on each practical exercise will be counseled and required to pass a remedial practical exercise. If the student fails the second practical exercise, he/she will be eliminated from the training program. The following is a list of the graded practical exercises and the areas covered in the Narcotics Detector Dog Training program.

- a. Open Area Searches
- b. Buried Narcotics
- c. Building Exterior
- d. Building Interior
- e. Vehicles
- f. Mail Examination
- g. Freight Examination
- h. Luggage Examination

The following is a breakdown of the minimum number of practical performance exercises that will be conducted during the each evaluation phase with the narcotic detector dog;

A. Third (3) Week Evaluation

- (1) One (1) off-lead quartering exercise
- (2) One (1) buried narcotic exercise
- (3) One (1) building exterior exercise
- (4) One (1) building interior exercise

B. Eighth (8) Week Evaluation

- (1) Four (4) vehicle's (interior and exterior)
- (2) Three (3) mail examinations (boxes, letters, rolled-up newspaper)
- (3) Two (2) freight
- (4) Two (2) luggage

C. Twelfth Week Certification

- (1) Four (4) vehicles (exterior and interior)
- (2) Three mail exercises (boxes, letters, rolled newspaper)
- (3) Three (3) freight exercises

(4) Three (3) luggage exercises

All evaluations will be conducted as realistically as possible, and the students will not be informed where the narcotics are concealed prior to performing the exercises. The established performance evaluation forms will be used, and the following evaluation rating scale will be used to evaluate the narcotic detector dog's performance in each area.

<u>Rating</u>	<u>Intent</u>	<u>Alert</u>	<u>Interest</u>	<u>Aggression</u>
Excellent	3.5	2.0	2.0	2.5
Good	3.0	1.5	1.5	2.0
Fair	1.5	1.0	1.0	1.5
Poor	0.5	0.5	0.5	0.5
None	0.0	0.0	0.0	0.0

The dog must attain a minimum of 6.5 points in each exercise to be considered satisfactory.

The officer / handler will be evaluated on his/her performance during each exercise at the same time the dog is being evaluated. The handler's performance rating will be recorded on the evaluation form. The following rating scale will apply to the officer's performance.

Satisfactory - no more than two (2) discrepancies

Unsatisfactory - three or more discrepancies

If the student has no discrepancies in his/her performance, then he/she will receive three (3) points; One discrepancies and he/she will receive two points; Two (2) discrepancies and he/she will receive one point; Three (3) discrepancies or more and he/she will receive no points. If the student fails to use proper search sequences or does not interpret the dog's alert, then he/she will automatically be documented unsatisfactory.

General rules while training at the Richmond Police K-9 facility.

1. The student will report promptly to all classes and activities.
2. No student will be absent from any class except with proper or prior notification to the trainer or K-9 Sergeant. It will be the responsibility of the student to notify the Trainer or K-9 Sergeant when he/she will not be able to attend the next scheduled training day. You must call (804)-646-6713.
3. Students will display proper respect to all instructors.
4. Students will not enter the trainers or instructors office except when requested or directed by the instructors or trainers.
5. The student will at all times be neat in appearance.

LEVELS OF TRAINING

There are four (4) levels of training courses.

Level One - New Handler with New Canine

- a. Must successfully complete a minimum of a twelve (12) week basic school.
- b. Must pass three (3) written examinations.
- c. Must be able to perform all tasks covered in the basic school.
- d. The handler and canine must function properly as a team.
- e. The handler and canine must pass a certification evaluation.

Level Two - New handler with already trained canine.

- a. Must successfully complete a minimum of a six (6) week basic school.
- b. Must pass three (3) written examinations.
- c. Must be able to perform all tasks covered in the basic school.
- d. The handler and canine must function properly as a team.
- e. The handler and canine must pass a certification evaluation.

Level Three - Experienced handler with new canine

- a. Same as level one (1)

Level Four - Experienced trained handler and trained canine not trained together as team.

- a. Must be able to perform all tasks that are covered in the basic school.
- b. Handler and canine must function properly as a team.
- c. Handler and canine must pass a certification evaluation.

ONE OF THE ABOVE LEVELS MUST BE OBTAINED BEFORE THE CANINE IS PLACED IN THE FIELD.

NARCOTIC DETECTOR PERFORMANCE STANDARDS

The rating given in each area or performance will be in accordance with the following standards.

SEARCH INTENT

Intent is demonstrated by the dog through the interest, attitude and enthusiasm displayed while searching. Since intent is the result of certain motivational factors instilled through training and directly affects the thoroughness of the examination, it becomes a critical factor. All other aspects of performance are dependent on this trait.

RATINGS

(A) EXCELLENT

The dog has demonstrated an exceptionally eager desire to search. The dog's attention should not be diverted because of distractions, such as vehicles, traffic, people, other animals, noises or other environmental influences. The dog's only desire should be to search extremely closely, quickly and without any encouragement. It must be noted that the dog **MUST** be examining the area closely and not just moving fast. Basically an excellent rating means the dog's performance is perfect, leaving nothing to be desired.

(B) GOOD

The dog has demonstrated a good positive desire to search, but is less than 100 percent in his/her examination. The dog may become momentarily distracted by influences that may be present. Only minimal encouragement is required to regain interest and induce the dog to search closer with increased speed.

(C) FAIR

The dog lacks enthusiasm and interest toward searching. He/she requires considerable encouragement to search and does not satisfactorily examine all area unless specifically directed to do so. The dog demonstrating FAIR performance is very easily distracted by any number of influencing factors.

(D) POOR

The dog has no enthusiasm or interest in searching unless strongly and constantly encouraged to do so. The dog does not search continuously and fails to examine areas even though specifically directed. The dog is constantly influenced by distracting factors and displays equal interest in these distractions.

RESPONSE (Alert)

During the initial training process, the dog's instinctive reactions were channeled to achieve a positive response when the dog was exposed to a narcotic odor. This response is of primary importance in daily employment and is evaluated during training under the heading of "RESPONSE." RESPONSE is divided into three parts; ALERT, INTEREST and AGGRESSION.

ALERT

Alert is an emotional reaction that results in a physical response from the dog when the narcotic substance is detected.

RATINGS

(A) EXCELLENT

The dog detected the narcotic at a significant distance and the response was immediate. He/she displayed an almost frantic desire to trace the odor to its source. No hesitation was witnessed and there is no question of scent discrimination ability. No verbal encouragement is needed.

(B) GOOD

The dog detected the narcotic at a reasonable distance and was enthusiastic in pursuing the odor to its source. Only moderate encouragement is necessary and no identification problem is evident.

(C) FAIR

The dog is allowed to respond and requires considerable encouragement to trace the narcotic odor to its origin. He/she may examine areas around the specific location before indicating a positive response toward the narcotic odor.

(D) POOR

Dog lacks enthusiasm and is extremely slow to the odor. The evaluator may not be able to distinguish the difference between general interest and response. No significant change in attitude is displayed by the dog.

Interest

Interest, in this portion of the evaluation, pertains to that period of time after detection, and is reflected by the enthusiasm and desire the dog displays to pinpoint and not leave the place of the narcotic concealment.

RATINGS

(A) EXCELLENT

The dog is very enthusiastic and is near frantic in his/her pursuit of the odor to its origin. The dog displays no indication of leaving the place of concealment, shows no signs of distraction and requires no prompting from the handler.

(B) GOOD

The dog displays a good positive interest and attitude toward the Place of concealment. The dog may require moderate encouragement while pursuing the odor to its origin, but will not leave the narcotic odor once it is located.

(C) FAIR

The dog shows a lack of enthusiasm, requires considerable encouragement to trace the odor to its source, and is easily distracted by other influencing factors.

(D) POOR

Little enthusiasm is evident after initial detection, and verbal encouragement has little or no effect in regenerating interest. The dog displaying poor interest may examine and leave the place of the hidden narcotic without responding further.

AGGRESSION

The aggression a dog displays toward the narcotic container is of paramount importance. The majority of motivational factors, influencing both training and performance, are related to this aspect of response.

(An aggressive response is defined as biting or scratching at the container in an attempt to penetrate or destroy it.)

RATINGS

(A) EXCELLENT

The dog with enthusiasm and without hesitation both scratches and bites at the container. His/her reaction after finding the container with the hidden narcotic is swift and positive. He/she displays a near frantic determination to destroy the container and requires physical removal of the container, to prevent eventual access to the narcotic. No signs of distraction or diverted attention may be witnessed.

(B) GOOD

The dog displays a positive aggression response. He/she may require moderate encouragement to bite and/or scratch at the container. Shows no indication or hesitancy of leaving the container.

(C) FAIR

The dog may paw or bite at the container but requires considerable encouragement and is somewhat lacking in enthusiasm. He/she is distracted frequently and may occasionally leave the place of concealment.

(D) POOR

The dog will no longer bite or scratch at the place of concealment. He/she distracts easily and cannot be coaxed into showing any signs of aggression. A dog in this category will examine the narcotic container and leave it without any visible signs of an aggressive response.

NARCOTIC DETECTOR CANINE TRAINING AIDS

POLICY

It is the policy of the Richmond Police Department to utilize trained and certified Narcotic Detector Canines and sworn Police Officers as Narcotic Detector Handlers for the prevention and detection of illegal narcotics. In training, re-training and certification's, it is necessary to utilize real narcotics to maintain the canines overall peak performance.

This establishes specific guidelines for the control procedures for the procurement, storage, use, disposal and accountability of all real narcotic substances issued to the Richmond Police Department K-9 Unit for the purpose of training and re-training of the narcotic detector K-9's.

RESPONSIBILITY

The K-9 Sergeant is responsible for the implementation of the operating procedure. The K-9 Sergeant and the Narcotic Detector Canine Trainer shall comply and are responsible for abiding by the provisions set forth in this policy.

PROCUREMENT OF NARCOTICS FOR THE PURPOSES OF TRAINING AND OR RE-TRAINING

All narcotics will be obtained from the Drug Enforcement Administration Laboratory, located in Washington D.C. For security and to minimize the chain of custody, the Narcotic Detector Trainer shall have sole responsibility for procuring and receiving all narcotics for the purpose of training and or re-training of the Narcotic Detector Canines. The narcotics will be delivered by a reputable carrier that D.E.A. utilizes. When the narcotics are received from the carrier and signed for, the receipt of said narcotics will be copied and forwarded to the Officer-In-Charge of Special Operations Division by the K-9 Sergeant.

ACCOUNTABILITY

The following procedures will be complied with in maintaining the accountability of the narcotics, in both training and re-training aid form and in bulk quantities. To maintain the level of proficiency of the Certified Narcotic Detector Canines, it is necessary to conduct weekly re-training using varied amounts of real narcotics and pseudo substances. This procedure is mandatory to maintain the high level of performance and reliability. Strictest compliance within this policy is the responsibility of all personnel involved and shall be held highly accountable.

STORAGE

All narcotics in the form of training aids and any bulk weight, when not being used for training or re-training purposes, will be secured in there respective locked safes. Only the K-9 Sergeant and the Narcotic Detector Trainer shall have the combinations to the respective safes. The two

safes will be placed in two separate rooms which will be alarmed at the doors. The K-9 Sergeant and the Narcotic Detector Canine Trainer will have the access keys to these rooms. It is necessary to store the narcotics in separate safes to avoid any contamination. This contamination would have a direct effect on the proficiency of the narcotic detector canine. The narcotics that must be separated are the Marijuana, Hashish, (referred to as soft), and the Heroin and Cocaine (referred to as Hard). In addition to the narcotics being placed in there respective safes the Hard substances (Heroin and Cocaine) shall be kept in separate containers in the same safe. Neither the hard narcotics nor the soft narcotics shall at any time be placed in the same safe therefore avoiding contamination.

The Drug Enforcement Agency must also approve of the storage facility and must be notified if any changes are made in respect to a new location.

REMOVING AND RETURNING TRAINING AIDS

Only the K-9 Sergeant and the Narcotic Detector Canine Trainer will have access to the safes containing the narcotics used in training. It shall be the responsibility of the officer removing and returning the training aids to log the date, time and amount of the narcotics used in the training exercise. This log book shall be kept in its respective safe to maintain safe keeping and avoid and other unauthorized person having access to the log book. The narcotics will only be removed for the purpose of training the Narcotic Detector Canines. In addition to logging out or in the narcotics for training it will be the responsibility of the K-9 Sergeant and the Narcotic Detector Trainer to make an accurate inventory of all the training aids before they are removed from the storage area. This will also apply upon returning the training aids back to there respective safe's. It will also be the responsibility of the Narcotic Detector Trainer to make sure that all the narcotics used for training are accounted for after each and every exercise, thus removing any possibility of any loss of narcotics.

CONSTRUCTION OF TRAINING AIDS

Each training aid will be constructed in such a manner that the contents will be sealed into the training aid package. Special emphasis will be placed on the accountability of the amount of the narcotics placed in the training aids. The amount of the narcotic placed in each training aid will be measured and weighed. In addition, each training aid constructed will be issued an identifiable number which will be written on the outside of the training aid package. This number will also be placed into a ledger to correspond to the date the aid was constructed, the weighed amount placed into the sealed training aid package.

The ledger containing the construction of the training aid will be kept in the possession of the K-9 Sergeant.

It shall be the responsibility of the K-9 Sergeant and the Narcotic Detector Canine Trainer to maintain the strict accountability and security of each training aid during training exercises. The accountability shall be done when each exercise is concluded or each time the training exercise is moved from one area to another.

LOSS OF NARCOTICS AND/OR TRAINING AIDS

When the loss of any narcotic, Marijuana, Hashish, Cocaine or Heroin, is witnessed through the accidental puncturing of a training aid by a narcotic detector canine or any other cause, the K-9 Sergeant and or the Narcotic Detector Canine Trainer, shall attempt to recover as much of the spillage as possible. Any narcotic that cannot be recovered must be destroyed or otherwise rendered useless for any illegal use. The K-9 Sergeant must be notified immediately of any loss and shall be responsible for notifying the Officer-In-Charge of Special Operations Division within 24 hours. The K-9 Sergeant the K-9 Unit and the Narcotic Detector Canine Trainer shall be responsible for submitting a letter to the Deputy Chief of Field Services Division through channels within 24 hours. The contents of the letter shall reflect how the damage or loss occurred. It will be the responsibility of the Narcotic Detector Trainer to submit a letter and the damaged aid to the K-9 Sergeant. The K-9 Sergeant will weigh the damaged aid in the presence of the Trainer. The K-9 Sergeant will then place the contents of the damaged aid into a plastic bag and seal same. The K-9 Sergeant **will** then notify the Officer-in Charge Special Events Division Tactical Units' and/or the Watch Commander on duty of the loss.

The K-9 Sergeant will enter into the ledger the date and time of the incident and the amount recovered and weighed.

In the Event of any loss of any training aid (Marijuana, Hashish, Cocaine or Heroin), or that which cannot be accounted for, the K-9 Sergeant will be notified by the Narcotic Detector Trainer. The K-9 Sergeant will then notify the Officer-In-Charge of the Special Operations Division, immediately, who will then notify the Deputy Chief.

If any theft occurs of the Training aids or any unexplained loss of the narcotics, the K-9 Sergeant will be notified immediately. Through the chain of command the **K-9 Sergeant** will notify the Officer-in Charge Special Events Division Tactical Units' who will make the appropriate departmental notifications to Special Events Division Commander and Internal Affairs Division. In addition the K-9 Sergeant will notify the Drug Enforcement Administration.

NARCOTICS INVENTORY

An accounting of all narcotics used for training or re-training purposes (Marijuana, Hashish, Cocaine and Heroin) or in bulk form will be conducted on a monthly basis by the **K-9 Sergeant**.

A quarterly inspection of all training aids and their records will be inventoried by the Officer-In-Charge of Special Operation's Division. An inventory record will be maintained on all marijuana, hashish, cocaine and heroin. This inventory record will reflect the individual training aids by the number assigned to it, gross weight in grams and the date the training aid was made.

During the course of a year, the Deputy Chief of Field Services Division or their designee of Special Operations Division will conduct a bi-annual (twice yearly) inspection and inventory of all records or ledgers pertaining to the use of the training aid narcotics. The time of the inspection shall be at random and unannounced.

All documents relating to each training aid will be kept on file with the K-9 Sergeant to support the assurance of the inventory balance. Records on destroyed training aids will be maintained for two (2) years from the date the narcotics were destroyed.

NARCOTIC TRAINING AIDS IN TRANSIT

When the narcotic training aids are transported to and from the training areas, special handling procedures are to be adhered to at all times. These handling procedures will entail accountability of the narcotics after each and every exercise. They will be accounted for when placed back into their respective container and a visual inspection of any damaged aids. When the narcotic training aids are not being used during any training exercise, they must be secured as to prevent any loss. It will be the responsibility of the Narcotic Detector Canine Trainer to account for all narcotic training aids when the exercises are finished and before leaving the training exercise area.

DISPOSING OF NARCOTICS

When it has been determined that the narcotic training aids are no longer useful due to loss of its potency, they will be destroyed. The narcotic substance will be submitted to the property section for disposal. The property section shall be responsible for the disposal or incineration of the used training aids. This procedure will be in accordance with the Richmond Police General Orders.

PSEUDO NARCOTICS

1. These materials will be kept in the refrigerator to preserve and retard decomposition.
2. The handler will take the necessary precautions to prevent contamination while handling the pseudo.
3. The pseudo narcotics are non-narcotic and are not controlled substances and therefore, do not require any special security.
4. To ensure that contamination of the pseudo narcotic training aids is prevented, they must be stored in separate containers at a location removed from marijuana or hashish.

EXPLOSIVE / WEAPONS DETECTOR CANINES

EXPLOSIVE / WEAPONS DETECTOR CANINE TRAINING AIDS

1. Explosive training aids will be stored in a secured safe at the K-9 Unit's Training Facility, when not being used in training.

2. Only the canine trainer, K-9 Sergeant and the explosive/weapons canine handler will be allowed to remove the training aids for training purpose.
3. An inventory of the explosive material will be maintained by the trainer and K-9 Sergeant.
4. All the explosive material will be issued by the Richmond Police Explosive Technician. A log will be maintained as to the date, amount, and type of material being issued to the trainer of the explosive/weapons canine. This ledger will be maintained by the trainer and the K-9 Sergeant.

EXPLOSIVE / WEAPONS DETECTOR CANINE PERFORMANCE STANDARDS

The explosive/weapons canine's training and certification standards parallel the training, certifications standards and guidelines of the narcotic detector canine training program.

LEVELS OF CERTIFICATION

The explosive / weapons canine's training and levels of certification parallel the training levels of the narcotic detector canine training program.